



## **Solicitation Information**

**RFP # 7550021**

**TITLE: Owner's Program Manager (OPM) for New Engineering Building, University of Rhode Island**

**Submission Deadline: Tuesday November 24, 2015 at 11:00 am (Local Time)**

**PRE-BID/ CONFERENCE: Yes**

**Date: Tuesday November 10, 2015 at 10:30 am (Local Prevailing Time)**

**Mandatory: YES**

**Location: University of Rhode Island, Dean's Conference Room First Floor Bliss Hall,  
Kingston RI**

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at [Thomas.bovis@purchasing.ri.gov](mailto:Thomas.bovis@purchasing.ri.gov) no later than 11/13/2015 at 4 pm (**Local Prevailing Time**). Please reference the RFP # on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

Thomas Bovis  
Interdepartmental Project Manager

**Vendors must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)**

### **NOTE TO VENDORS:**

**Offers received without the entire completed RIVIP Generated Bidder Certification Form attached may result in disqualification.**

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

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## **SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS**

### **1.1) INTRODUCTION**

The State of Rhode Island (“Owner”) by and through its Department of Administration, Division of Purchases, on behalf of the University of Rhode Island (“End User”) is soliciting proposals from qualified firms to provide an Owner’s Program Manager (“OPM”) associated with the design, construction, and occupancy of for the proposed New Engineering Building at the University of Rhode Island’s Kingston Campus

- a) This solicitation and any subsequent contract award are subject to the Division of Purchases’ Procurement Regulations and General Conditions of Purchase (available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)).
- b) This is a request for proposals (“RFP”), not an invitation for bids. Responses shall be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases, other than to name those respondents who have submitted proposals.
- c) Respondents to this solicitation are hereby advised that the respondent selected for award of a contract pursuant to this solicitation, and its affiliated or subsidiary companies (whether partially or wholly owned), shall be ineligible to bid upon any future consulting or construction solicitations which may arise from or relate to the services described in this solicitation. In addition, any sub-consultants or subcontractors engaged by the respondent selected for award of a contract who performs any services arising from this solicitation shall be ineligible to bid upon any future consulting or construction solicitations which may arise from or relate to the services described in this solicitation.

### **1.2) NOTIFICATIONS TO RESPONDENTS:**

- a) Potential respondents are advised to review all sections of this RFP carefully and to follow instructions completely. Failure to make a complete and accurate submission as described herein shall result in rejection of the proposal.
- b) In order to submit a proposal, respondents must register with the Division of Purchases. For information of registering, please see the Division of Purchases’ website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) under the heading “Vendor Registration Information.”
- c) All proposals should include the respondent’s FEIN or tax identification number as evidenced by an IRS Form W-9, downloadable from the Division of Purchases’ website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
- d) Alternative approaches and/or methodologies to accomplish the desired or intended results

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of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP shall be rejected as being non-responsive.

- e) All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the respondents. The State assumes no responsibility for these costs.
- f) Proposals submitted in response to this solicitation shall be considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- g) All pricing submitted by respondents in response to this solicitation shall be considered to be firm and fixed unless otherwise indicated herein.
- h) Proposals misdirected to locations other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The "official" time clock is located in the reception area of the Division of Purchases, 2<sup>nd</sup> floor, One Capitol Hill, Providence, RI.
- i) In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State (401/222-3040) [www.sos.ri.gov](http://www.sos.ri.gov). However, this is a requirement only for successful bidder (s).
- j) Respondents are advised that all documents and materials submitted to the Division of Purchases for consideration in response to this solicitation shall be considered to be public records, as defined in R.I. Gen. Laws § 38-2-1, *et seq.*
- k) Respondents should be aware of all applicable MBE requirements, as set forth in R. I. Gen. Law § 37-14.1-1, *et seq.* The State's goal is for a minimum ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or <http://www.mbe.ri.gov/>
- l) Equal Employment Opportunity-R. I. Gen. Laws § 28-5.1, provides, as follows: Declaration of Policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or [raymond.lambert@hr.ri.gov](mailto:raymond.lambert@hr.ri.gov)

- m) Subcontractors are permitted for this project, provided that the identity of the proposed subcontractor(s) and scope of the subcontractor's services are clearly stated in the respondent's proposal.
- n) Questions concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms and conditions expressed on the cover page of this solicitation. All questions received by the Division of Purchases shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information and addenda.
- o) The Division of Purchases reserves the right to accept or reject any or all proposals submitted in response to this solicitation, to waive minor irregularities, or to negotiate with any respondent, as necessary, to serve the best interests of the State.

## **SECTION 2 – SCOPE OF WORK**

### **2.1) BACKGROUND AND MISSION OF THE UNIVERSITY OF RHODE**

**ISLAND** The University of Rhode Island is the State's public learner-centered research university. We are a community joined in a common quest for knowledge. The University is committed to enriching the lives of its students through its land, sea, and urban grant traditions. URI is the only public institution in Rhode Island offering undergraduate, graduate, and professional students the distinctive educational opportunities of a major research university. Our undergraduate, graduate, and professional education, research, and outreach serve Rhode Island and beyond. Students, faculty, staff, and alumni are united in one common purpose: to learn and lead together. Embracing Rhode Island's heritage of independent thought, we value:

- i. o Creativity and Scholarship
- ii. o Diversity, Fairness, and Respect
- iii. o Engaged Learning and Civic Involvement
- iv. o Intellectual and Ethical Leadership

The College of Engineering has five departments and eight undergraduate B.S. programs. In addition, the College also offers graduate degrees at the M.S. and Ph.D. levels. The five departments include: Chemical Engineering; Civil & Environmental engineering; Electrical, Computer & Biomedical engineering; Mechanical, Industrial & Systems engineering; and Ocean Engineering. The College of Engineering community includes 64 faculty, 25 support staff, 1,200 undergraduate students, and 200 graduate students. Currently, the College of Engineering occupies approximately 210,000 gross square feet in seven buildings located on the main Kingston campus and two buildings at the Narragansett Bay Campus, which is located approximately 6 miles to the east of the main campus. In order to support the growth of engineering programs and to make URI

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significantly more competitive in attracting research opportunities, high-caliber faculty and top student's new engineering facilities are needed.

The vision for the proposed construction is a building that will dramatically elevate teaching and research in engineering, and foster new discoveries that will be the foundation of new companies and stimulate growth in existing Rhode Island companies. The facility would include state-of-the-art classrooms and laboratories that are key to fostering innovative research demanded by contemporary engineering firms.

The approximately 195,000-square foot building would replace five existing engineering buildings on URI's Kingston campus – Crawford Hall, Gilbreth Hall, Kelly Hall, Kelly Hall Annex and Wales Hall – all of which opened in the late 1950s and early 1960s. The building would be home for seven of the University's eight engineering programs: biomedical, chemical, civil, computer, electrical, industrial and systems, and mechanical engineering.

- b) The State of Rhode Island seeks a qualified firm to provide OPM services for this project through the following phases/packages of work provided by the A/E firm and the construction manager. The Owner has determined that the project shall be built using the **construction manager at-risk method of construction management**.

**2.2) SCOPE OF WORK**

- a) The University of Rhode Island seeks qualified firms to provide comprehensive OPM services to assist with New Engineering Building. The selected firm shall provide qualified program management personnel who will be resident on the University of Rhode Island Kingston Campus in an office furnished by the University. Assigned personnel shall provide program team leadership, management and technical expertise, and coordination of the programs. The offices of Campus Planning & Design (design) and Capital Projects (construction) will provide daily executive level direction and support to the program during the phases of the programs; the OPM shall provide a concomitant presence on site for maximum effectiveness and efficiency. All work shall be performed in collaboration with and at the direction of University representatives in a team environment. The OPM team shall provide comprehensive coordination of program activities to ensure that the responsibilities by the appropriate parties are undertaken in a manner that serves and protects the University's best and overall interest.

This proposal is divided into two management activities:

1. Design Phase Services, including pre-design and design services, obtaining permits, overseeing the preparation of bidding documents, and FF&E management. For these services the OPM shall report to the URI office of Campus Planning and Design. For Design Phase Services the OPM will report to Christopher Mc Mahan AIA, director

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2. Construction Phase Services, including oversight of construction procurement management, all construction phase services, commissioning, punch list, final acceptance, and management of final acceptance and Owner move-in. For Construction Phase services, the OPM will report to the URI Office of Capital Projects, Paul M. DePace P.E., director.
3. It is understood that the project will proceed utilizing the Construction Manager at Risk delivery method and therefore, there will be closer coordination of the effort design and construction phases

The program goal is a complete modernization of facilities for the College of Engineering through realization of the Master Plan. It will include an understanding and incorporation of the program and concepts developed in the College of Engineering Master Plan (See **Attachment A**) and will be completed in two main phases.

Phase 1:

The first phase of the program consists of four main parts:

- Programming, design, documentation, and construction of the New Engineering Building (approx. 112,400 nsf) and associated renovations to Kirk Hall (approx. 6,600 nsf).
- Programming, design, documentation, and construction of space identified by the University to be used as swing space for interim usage by the College (approx. 63,000 nsf).
- Programming and Schematic Design of additions and renovations of spaces designated for Bliss Hall (approx. 39,400 nsf)
- Demolition of the five existing engineering buildings - Crawford Hall, Gilbreth Hall, Kelly Hall, Kelly Hall Annex, and Wales Hall

Phase 2: (dependent on availability of funds)

- Schematic design and documentation of additions and renovations of spaces designated for Bliss Hall

The program scope will involve program management for Phase 1; the design and construction of the New Engineering Building, and associated enabling programs. In addition, there is a need for program management for the design and construction of related renovations to other existing facilities including Kirk Hall, Bliss Hall, and other spaces on campus as swing for interim usage by the College when the five active buildings are demolished. This program comprises an approximately 195,000 gross square foot building with an expected approximate construction value of \$93 million in 2014 dollars in addition to the other scopes of work in Kirk and Bliss listed above.

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**New Engineering Building:** A simplified space program of the new engineering building will include the following areas:

Space	Approximate NSF
Research	38,500
Department Teaching	15,500
University Classrooms	9,400
Offices	24,100
Student	2,000
Commons	4,000
Capstone Program Space	9,300
Shops	0
Core Lab	9,600

**112,400 NSF**

This program may be adjusted as necessary to meet departmental needs and budgetary considerations after the programming study is conducted.

The New Engineering Building will replace five existing engineering buildings on URI's Kingston campus – Crawford Hall, Gilbreth Hall, Kelly Hall, Kelly Hall Annex, and Wales Hall - be an integral part of a redefined engineering quadrangle, and its site development, pedestrian circulation, and landscaping design will enhance the campus spaces on all sides of the building.

In order to remove Crawford Hall, Gilbreth Hall, Kelly Hall, Kelly Hall Annex, and Wales Hall to make room for the New Engineering Building the need for 63,000 net square feet of swing space for interim usage by the College has been identified. The awarded OPM firm will need to manage the work with the University in confirming requirements, identifying spaces, and developing construction documentation to renovate these spaces. This is to be done concurrently with the design of the New Engineering Building.

**DESIGN PHASE SERVICES**

The University of Rhode Island seeks a qualified OPM to provide comprehensive program management services to assist with oversight of the Design Team which will be selected through a merit based selection process to design the proposed New Engineering Building. Assigned personnel shall provide design team leadership, management and technical expertise, and coordination of the programs. The office of Campus Planning and Design will provide regular executive level direction and support to the program during the construction phase; the OPM is to provide the URI's presence on site for maximum effectiveness and efficiency of the work. All work shall be done in collaboration with and at the direction of URI representatives in a team environment. The OPM team shall provide comprehensive coordination and direction of program activities in a manner that serves and protects the URI's best and overall interest.

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The selected OPM firm (or firms) shall provide qualified personnel with the appropriate education, training, background and experience to successfully manage assigned programs. The successful team may include registered architects and engineers, as well as construction management professionals. URI will review and evaluate all proposed personnel and approve final assignment of programs to the accepted team. At a minimum, the OPM personnel shall have qualifications and experience including but not limited to following:

Management Experience:

The OPM shall have significant experience in managing complex building design, construction, and renovation programs, preferably in higher education, from the initial planning and programming phases through A/E selection, the design phase, bidding phase, and construction phase through move-in and occupancy, until program is successfully closed out. This experience should include experience serving as the primary agent of the owner. The OPM shall have the ability to protect the owner's needs and interests, comply with applicable policies and laws, and maintain professional integrity in the discharge of their responsibilities in coordinating program activities.

Collaboration with URI personnel:

The OPM will receive direction from URI's offices of Campus Planning & Design. The OPM will collaborate with other URI departments and personnel as directed or required by the programs including but not limited to the following College of Engineering, Office of Capital Projects, Department of Public Safety, and Facility Services as directed or required by the program. The OPM shall provide team leadership, management, and technical expertise needed to facilitate the successful implementation of assigned programs. The OPM staff will have the necessary experience and foresight to anticipate program issues and to plan ahead and coordinate/communicate ahead with other university units in order to avoid potential conflicts and problems, minimize disruption of regular campus activities, and to facilitate timely and effective actions as required when issues arise.

Adherence to URI Procedures and Protocol:

The OPM shall respect the fact that the University of Rhode Island is a public institution and shall adhere to established State of Rhode Island and URI policies and procedures.

Budget, Schedule, and Quality Assurance Management:

The OPM team will have the skills and experience necessary to develop program budgets and schedules, prepare detailed cost estimates, forecast expenditures, and track program schedules that are accurate and reasonable. The OPM shall institute and maintain a quality assurance program to ensure the highest quality, on-time, and within budget programs. The budget and quality management programs will be based upon measureable goals verifiable by customer service surveys.

Maintaining Program Records and Reporting:

The OPM shall appropriately maintain all program documentation and records in accordance with established URI procedures and in a timely fashion. The OPM shall prepare and submit

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appropriate program reports at intervals as requested by the university and in the format and level of detail requested by the university. The OPM shall assist URI with selecting and instituting a program management software system to track multiple program budgets, schedules, and other documentation.

**Relocation Management and Coordination:**

OPM shall have the skills and experience necessary to facilitate and coordinate relocation of equipment, personnel, and property at the appropriate stages of the program.

**Scope of Services:**

The OPM shall provide program management services as listed in herein. This list identifies specific program services covered under this solicitation; however other related program services may be added as needed. In the event that program funding limits the available time that the OPM firm can allocate to a specific program, the OPM is authorized to prioritize and provide limited services from this list as he/she determines will have the greatest benefit to the Owner.

**Duration and Renewal of Program Management Services Contract:**

Subject to the terms of the agreement, and the continuing funding of assigned programs, the duration of the OPM services contract will be through the design and construction phase of the New Engineering Building program.

**CONSTRUCTION PHASE SERVICES**

The University of Rhode Island seeks a qualified OPM firm to provide comprehensive program management services to assist with oversight of the, construction manager at-risk firm, which will be selected to construct the proposed New Engineering Building. Assigned personnel shall provide construction team leadership, management and technical expertise, and coordination of the programs. The Office of Capital Programs will provide regular executive level direction and support to the program during the construction phase; the OPM shall provide the URI's presence on site for maximum effectiveness and efficiency of the work. All work shall be done in collaboration with and at the direction of URI representatives in a team environment. The program management team shall provide comprehensive coordination and direction of program activities in a manner that serves and protects the URI's best and overall interest.

The selected OPM firm shall provide qualified personnel with the appropriate education, training, background and experience to successfully manage assigned programs. The successful team may include registered architects and engineers, as well as construction management professionals. URI will review and evaluate all proposed personnel and approve final assignment of programs to the accepted team. At a minimum, the program management firm and its personnel shall have qualifications and experience including but not limited to following:

Management Experience:

The OPM shall have significant experience in managing complex building construction during the construction phase through move-in and occupancy, until program is successfully closed out. This experience should include experience serving as the primary agent of the owner. The OPM shall have the ability to protect the owner's needs and interests, comply with applicable policies and laws, and maintain professional integrity in the discharge of their responsibilities in coordinating program activities. URI is considering the implementation of a mandatory Project Labor Agreement (PLA) for this project. The OPM must describe any experience of the firm or employees have in the managing projects which include a PLA.

Collaboration with URI personnel:

The OPM will receive direction from the URI's Office of Capital Projects. The OPM will collaborate with other URI departments and personnel including but not limited to the following College of Engineering, Office of Campus Planning and Design, Department of Public Safety

And Department of Facilities Services as directed or required by the program. The OPM will provide team leadership, management, and technical expertise needed to facilitate the successful implementation of assigned programs. The OPM staff will have the necessary experience and foresight to anticipate program issues and to plan ahead and coordinate/communicate ahead with other URI units in order to avoid potential conflicts and problems, minimize disruption of regular campus activities, and to facilitate timely and effective actions as required when issues arise.

Adherence to URI Procedures and Protocol:

The OPM shall adhere to established State of Rhode Island and URI policies and procedures.

Budget, Schedule, and Quality Assurance Management:

The OPM team will have the skills and experience necessary to evaluate program schedules, evaluate change order proposals and track program schedules that are accurate and reasonable. The OPM will institute and maintain a quality assurance program to promote the highest quality, on-time, and within-budget programs.

Maintaining Program Records and Reporting:

The OPM shall appropriately maintain all program documentation and records in a timely fashion. The OPM shall prepare and submit appropriate program reports at intervals as requested by the URI and in the format and level of detail requested by the URI.

Construction Phase Management:

OPM will have the qualifications and experience necessary to manage the construction phase of programs in collaboration with the University, the design team and its consultants, the construction manager's team and consultants, the commissioning agent, and associated team participants.

Relocation Management and Coordination:

The OPM will have the skills and experience necessary to facilitate and coordinate relocation of equipment, personnel, and property at the appropriate stages of the program.

Scope of Services:

The OPM will provide management services as directed by the University.

Duration of Program Management Services Contract:

Subject to the continuing funding of assigned programs, the duration of the OPM services contract will be through the design and construction phase of the New Engineering Building program.

**PROGRAM STAFF REQUIREMENTS**

**Design Phase Requirements:**

For managing the design phase of the New Engineering Building and other associated programs, the University requires, at a minimum, the following positions:

Full time on-site OPM staff:

- One (1) full time Senior Program Manager having significant design phase experience with technically complex science building programs. Experience with higher education programs is preferred. This OPM must be a graduate architect or engineer or other construction professional (registered architect preferred), with at least 15 years professional experience acceptable to URI.
- One (1) full time on-site Junior Program Manager with 10 years' experience in general construction acceptable to URI

Part-time Program Management support as may be required by the URI:

- Executive Program Manager: graduate architect, or engineer or other construction professional with extensive leadership experience in the program management.
- Scheduler with at least five years professional experience in the field of computer generated schedule of commercial and institutional programs. The duties of this individual will be to examine the General Contractors proposed schedule
- Administrative Support with experience in the maintenance of facilities or construction program files, accounts, and computerized program management systems.
- Mechanical / Electrical / Plumbing Coordinator: Registered engineers available on an on-call basis to provide specialized services in their respective fields.

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- Cost Estimator with at least 10 years professional experience in estimating commercial and institutional programs in the Rhode Island region.

Additional support, if needed, may be contracted on an as-needed basis; rates for such services may be negotiated with the Program Manager and added to the contract by Change Order. Fee proposals must include a fixed direct employee expense gross salary multiplier for potential OPM staff not included in the fixed-rate proposal.

**Construction Phase Requirements:**

For managing the Construction Phase of the New Engineering Building and other associated programs, the University requires, at a minimum, the following positions:

**Full time on-site OPM staff:**

- One (1) full time Senior Program Manager having significant construction phase experience with technically complex science building programs. Experience with higher education programs is preferred. This OPM must be a graduate architect or engineer or other construction professional, with at least 15 years professional experience acceptable to the URI
- One (1) full time on-site Junior Program Manager with 10 years' experience in general construction acceptable to URI

**Part-time Program Management support as may be required by the URI:**

- Executive Program Manager: graduate architect, or engineer or other construction professional with extensive leadership experience in the program management.
- Scheduler with at least five years professional experience in the field of computer generated schedule of commercial and institutional programs. The duties of this individual will be to examine the construction manager's proposed schedule
- Administrative support with experience in the maintenance of facilities or construction program files, accounts, and computerized program management systems.
- Mechanical / Electrical / Plumbing Coordinator: Registered engineers available on an on-call basis to provide specialized services in their respective fields.
- Cost Estimator with at least 10 years professional experience in estimating commercial and institutional programs in the Rhode Island region.

The above staff requirements may be provided by the OPM's direct employees or as sub-consultants.

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After completion of the Construction Phase any necessary OPM services or additional support, staffing and services will be contracted on an as-needed basis with the rates in accordance with the OPM's purchase order and agreement.

b) The following services are to be provided:

- 1) Provide information, oversight and coordination of the proposed programming, design and construction project from the Owner's perspective to ensure that the facility incorporates, to the extent possible, the goals and objectives of the End User, i.e. University of Rhode Island. Further, the owner's program manager shall solely represent the end user's interests independent of the design professionals and construction manager
- 2) Provide recommendation to the Owner, End User, and selected architect on the latest construction techniques, technologies, and methods relating to construction of a state of the art engineering academic facility.
- 3) Anticipate needs of the project and identify options for addressing those needs.
- 4) Prepare, at the request of the Owner and End User, any and all applications and any necessary backup including, but not limited to, applications for authorities having jurisdictions, and invoicing forms, third-party reimbursement requirements, etc.
- 5) Review and make recommendations on project program, design, construction, and scope from inception to occupancy, so that the facility's design and its' systems are user friendly and provide a state of the art engineering academic facility.
- 6) Provide coordination to document underground/overhead utilities during design and construction to assure the owner that the design team and construction team have captured all utilities.
- 7) Provide an independent cost estimator who will provide cost estimate verification at each phase of design.
- 8) Offer recommendations for furniture, fixtures and equipment
- 9) Offer recommendations for floor plan lay-out and security features that will be veteran and staff friendly.
- 10) Observe and report to the Owner and End User on the quality and progress of design and construction services to determine that the project is proceeding in accordance with stated objectives.
- 11) Provide assistance in project close-out documents, commissioning, and turn-key.
- 12) Develop policies and protocol for building operations, including all requirements of funding authorities and other authorities having jurisdiction over such facilities.
- 13) Offer the End User staffing and personnel recommendations for the operation of the facility and to coordinate with end user's staff for the efficient and effective operation of the various units within the building.
- 14) Coordinate transition planning services for staff, faculty and students through the development and implementation of a move-in plan.
- 15) Coordinate advance training for staff and faculty on the new facility's features including, but not limited to security systems, fire/life/safety systems, and

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emergency/disaster response protocols consistent with written and approved policies and procedures.

- 16) Monitor the transfer of staff and faculty and any FF&E relocation to the new facility and coordinate resolution of issues that may arise between with the End User, the Owner, and others.
- 17) Represent the Owner and End User at project meetings and, in conjunction with the Owner and End User provide advice that will help facilitate economical, efficient and desirable program development and construction. All work is to be performed in concert with End User's Capital Projects staff, the design team, and the construction manager.
- 18) Ensure that all potential project related issues that impact the end user's current academic operations and schedule are addressed and that each member of the project team is aware of their role in resolving them.
- 19) Work with the owner, as needed, to provide value engineering services to ensure that project costs remain within budget. To the maximum extent possible ensure that, as value engineering decisions are made, the best interests of Owner and End User are considered.
- 20) Act as primary contact for the End User's staff and faculty on issues which relate to design and construction considerations.
- 21) Prepare regular updates for the Owner and End User's approval, including but not limited to budget issues and meeting reports.
- 22) Monitor the progress of project design/construction with regular meetings with design team and site visits to assure end user goals are being implemented.
- 23) Participate in the analysis and selection of fixtures, furnishings, and equipment. Work on the Owner and End User's behalf with the awarded FF& E dealers to ensure that the process is managed and completed in a manner that is in the best interest of the Owner and End User and to monitor the delivery, receipt, any claims, and installation.
- 24) Ensure that the Owner and End User receive regular project cost updates and all final project close-out documents including, but not limited to any and all operational manuals, OEM manuals and maintenance protocols.
- 25) Plan, organize, coordinate, and/or conduct training in building and systems.
- 26) The OPM shall assist the Owner and End User with the selection of the architect, construction manager, sub-contractors, engineers, furniture vendors, testing agencies and with the design of the specific recruitment tools and State-vendor

contracts for these firms.

- 27) With the Owner and End User's prior written approval, the OOPM shall have approval authority over the work product of the architect and construction manager. That power includes the approval of drawings, modifications, program additions and deletions and, the final plan and bid sets. The OOPM shall have a leading role in reviewing and making recommendations on the contract documents as prepared by the design team.
- 28) The OPM shall have the authority to review and comment on, or change, any change orders and/ or applications for payment from the design team, furniture vendors, and construction manager. This authority shall include the ability to justify vendor hourly rates; hours of work required for any particular tasks; and, setting reasonable cost expectations for materials. Such rates should include expertise in standard price references such as RS Means.
- 29) The OPM shall review products recommended by the design team and provide comments on the quality of these products or their "or equals".
- 30) The OPM shall manage all project meetings and keep detailed meeting minutes during both the design phase and construction phase.
- 31) The OPM, in conjunction with the Owner and End User, shall directly monitor the work of the design team and the construction manager (and all sub-contractors).
- 32) The OPM may be authorized up to a limited dollar amount to approve "field decisions" related to design and construction issues which may arise during the project.
- 33) The OPM shall suggest independent peer review of plans and specifications and to recommend changes that may come from such review.
- 34) The OPM shall review and recommend any and all value engineering recommendations to keep the project on schedule and on budget.
- 35) The OPM shall review and comment upon shop drawings, as necessary.
- 36) The OPM shall recommend materials testing and special inspections as means of assuring quality control, as necessary.
- 37) The OPM may serve as "initial decision maker" in any conflict that may arise between the owner, design team and construction manager.
- 38) The OPM shall be responsible for initiating and updating work schedules with

specific performance milestones.

- 39) The OPM shall carry errors and omissions insurance in keeping with its professional practice standards in the amount One Million Dollars with an insurance carrier authorized to conduct business in the State of Rhode Island.
- 40) The OPM shall be responsible for determining and enforcing optimal means and methods of construction and constructability. This includes the review of the sequence of design and construction in order to meet schedule goals and budget constraints.
- 41) The OPM shall, independently of the design team and contractor, in conjunction with the Owner and End User, supervise the building commissioning agent(s) which will be hired by the owner.
- 42) The OPM shall oversee and resolve all utility connectivity issues affecting the project and the campus-wide requirements for a 24/7 mission critical environment.
- 43) The OPM shall be responsible to the Owner and End User for regular project reports (weekly and/or monthly).
- 44) As an expert in design and construction the OPM is charged with the identification of design and construction issues and providing for their resolution.
- 45) The OPM's employees and subcontractors responsible for the project shall be required to pass and provide a Bureau of Criminal Identification (BCI) check before they begin work on the project.
- 46) The OPM shall assist the Owner and End User with the LEED® (or similar accreditation) application and verification.

## **2.3) QUALIFICATIONS**

- a) A minimum of (as defined above in staff requirements) professional experience that includes experience in the development of large scale construction of university level engineering and or science related academic facilities and FF & E projects. Preference shall be given to OPM firms with knowledge of the following:
  - 1) Analyzing cost estimates for the individual packages as described in 2.1 c;
  - 2) Programing, design and construction of State Of The Art University level engineering and or science related academic facilities;

- 3) Interior design and FF & E selection, specification and bidding for facilities of this type;
  - 4) Renovations of older buildings
  - 5) Master planning and site work for facilities of this type;
  - 6) On campus construction of new buildings next to existing facilities.
- b) The OPM must have a working knowledge of the following:
- 1) The means, methods and general principles of architectural design for university level engineering or science related academic facilities as well as a working knowledge of the design and construction process.
  - 2) Computers and common applications that are used for preparing and presenting reports and budgets.
  - 3) The creation and management of web-based reporting and information sharing mechanisms utilized in major design and construction projects
  - 4) The Rhode Island public procurement processes.
- c) The OPM must be capable of originating and maintaining policies, procedures and reports for the Owner and End User.

### **SECTION 3 –SELECTION PROCEDURE AND SUBMISSION REQUIREMENTS**

#### **3.1) RESPONSES**

- a) The project shall utilize the construction manager at-risk method of construction management; therefore in accordance with R. I. Gen. Laws §37-2-27.3 (a) proposals shall be evaluated and scored by a technical review committee appointed by the Chief Purchasing Officer. Proposals shall be evaluated in two parts for a maximum score of 100 points. Part One is a technical proposal (70 points max) and Part Two is a professional fee proposal (30 points max). Both the technical and professional fee proposals are required on the due date listed on page 1 of this solicitation; they are to be submitted in separated sealed envelopes.

##### **Part One – Technical Proposal:**

The technical proposal shall be evaluated on the following criteria (Respondents must receive a minimum score of 55 points on the technical proposal for consideration of cost

proposals. Respondents not scoring at least 55 points on the technical proposal shall not be considered for fee proposal evaluation).

**A. Experience of the Firm and Project Principals (0-30 points):**

Describe the firm's general experience as well as its specific experience and qualifications for projects of this size, scope and use. List the percentage of work to be completed by the firm and the percentage to be completed by outside subcontractor consultants. Include Standard Form 330 (for prime contractor and all sub-contractors) in this section. Indicate the plan for compliance with the State's MBE requirements by listing all subcontractors / suppliers / consultants / independent contractors, the estimated dollar value of each, a brief description of work or scope, and whether each is a Rhode Island certified minority business enterprise.

Proposals must provide the following information:

- i. What experience does the respondent have with design, construction, and FF&E for university level engineering and or science related academic facilities of a similar size, scope and use?
- ii. Does the respondent's designated project manager and each consultant assigned to the project have the background and experience necessary for a successful design, construction, and FF&E for a project of this type?
- iii. An organizational chart of the respondent firm and any sub-consultants for the project which includes each entity's MBE status?
- iv. Identification of LEED accredited professionals assigned to the project?
- v. What experience does the respondent have with managing projects which utilize the construction manager at-risk method of construction management?

**B. Project Plan (0-30 points):**

This section shall describe the respondent's understanding of the project requirements, including the result(s) intended and desired, the approach and/or method to be employed, and a work plan for accomplishing the results proposed it **must** include a project schedule with personnel assignments and hours associated with project tasks.

Technical proposals must provide address to the following questions:

- i. Does the project plan illustrate the respondent has analyzed, interpreted and understands issues presented by this RFP?
- ii. Does the project plan provide solutions for the issues presented by the project in a manner likely to meet the needs of the End User?
- iii. Does the proposed project plan appear sensitive to budget and time constraints?

- iv. Does the project plan address relevant design and program issues, by providing possible solutions?
- v. Does the project plan include a discussion of value engineering and LEED standards?
- vi. Does the respondent identify both constraints and opportunities posed by this project?
- vii. Is there a project schedule provided by the respondent and is that schedule achievable (not overly optimistic or needlessly long)?
- viii. Is the staff to be assigned to the project, including a project manager, subcontractors, engineers and others, identified including FTE and/or hourly effort?
- ix. Does the level of effort for each appear adequate?
- x. Does the respondent describe their current workload and the availability of their personnel to perform the project, is it a feasible?

**C. References (0-10 Points):**

Select a minimum of three and a maximum of five projects and provide principal contacts, including all contact information, for construction and FF&E projects of a similar size and scope and use to the proposed project. All contact information must be confirmed and current. These individuals may be contacted for further information.

Technical proposals must provide answers to the following questions:

- i. Were the references provided related to new construction, renovations, master planning including site improvements and FF&E for university level engineering and or science related academic facilities of a similar size, scope and use to the proposed project?
- ii. Did the respondent identify problems and issues in a timely and complete manner?
- iii. Were technical, budget and aesthetic issues resolved by the respondent, fairly balanced with a good outcome resulting?
- iv. Did the projects come in on time and in budget, if yes, what was the budget and what was the number of change orders on the project?
- v. Did the respondent adequately research relevant design and program issues?
- vi. Was the respondent's design process characterized by effective communication, clear graphic and verbal presentations and appropriate inclusion of all designated stakeholders?

**D. Interviews:**

The State reserves the right to interview any or all respondents to this RFP based on their technical proposals.

**Part Two – Professional Fee Proposal**

Professional fee proposals shall be evaluated (if respondent meets minimum of 55 points in Part One) on the following criteria (30 points max):

- i. The professional fee proposal shall be submitted in a **separate, sealed envelope.**
- ii. The professional fee proposal shall be submitted as a lump sum, fixed fee price. The price must be provided on the attached Fee Proposal Form. This shall be a fixed fee (dollar amount), which includes, as a separate line item, an allowance for expected reimbursables (*See* Section 3 for what expenses will be considered reimbursables).
- iii. The professional fee proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each and shall include full services as listed in this RFP including all deliverables for all phases of the project including but not limited to programming, schematic design, design development, contract documents, specifications and bidding phase, bidding for Furniture/Fixtures and Equipment, LEED® (or similar accreditation) application and verification services, application to utility company for any rebates available, construction administration and commissioning, and close-out phases of work.
- iv. The respondent with the lowest professional fee proposal shall receive the full **30 points**. The other professional fee proposals shall be allocated points prorated in correlation to the lowest professional fee proposal (e.g. a bid of twice the amount of the low bid will receive 15 points). Professional fee proposal points shall be determined by the following formula:  **$x/n$  (y) = points awarded**; whereas “x” = lowest opened bid, “n”= any bid under consideration and “y”= 30 points.
- v. All services described in this RFP must be included in the proposal, with no exclusions. A lump sum, fixed fee (dollar amount) must be provided, or the proposal shall be rejected as being non-responsive.
- vi. The State reserves the right to award based upon the most favorable cost proposal. Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.
- vii. Respondents should expect to provide services, on average, 40 hours per week from project start through project completion and closeout.
- viii. In preparing this proposal the respondent shall assume that office space for

these personnel will be made available by the University on the Kingston Campus at no cost.

**3.2) TENTATIVE SCHEDULE TARGET DATES (subject to change):**

As the project schedule shown in **Attachment C** is tentative, the successful respondent must anticipate a project lasting at least this duration and including close-out and commissioning. Therefore proposals will be a lump sum, fixed fee budget for the work outlined. No additional funding will be available except for reasonable expenses that are pre-approved in writing by the Owner.

**3.3) PROPOSAL SUBMISSION**

- a) Proposals to provide the services set forth in this solicitation must be received by the Division of Purchases on or before the date and time indicated on page one of this solicitation. Responses (a clearly labeled original, plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked with the RFP number and "Owner's Program Management Services (OOPM) for New Engineering Building, University of Rhode Island".

**RI Dept. of Administration  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855**

- b) **Reminder:** Proposals misdirected to locations other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The "official" time clock is located in the reception area of the Division of Purchases, 2<sup>nd</sup> floor, One Capitol Hill, Providence, RI.

**3.4) ADDITIONAL PROPOSAL CONTENTS**

- a) In addition to the contents described in Section 3.1 proposals must include the following:
  - i. A completed and signed RIVIP generated certification cover sheet (downloaded from the Division of Purchases' website <http://www.purchasing.ri.gov>)
  - ii. A completed and signed IRS Form W-9 downloaded from the Division of Purchases' website, should only be included in the original copy.

- iii. In addition to the multiple hard copies of proposal required, respondents are requested to provide their proposal in electronic format (CD-Rom, Diskette, flash drive). Microsoft Word / Excel or PDF format is preferable. Only two (2) electronic copy is requested. This CD or diskette should be included in the proposal marked "Original".

### **3.5) ADDITIONAL TERMS AND CONDITIONS**

- a) Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informality in any vendor's submission.
- b) The successful respondents shall be solely responsible for meeting all terms and conditions specified in this RFP, and any resulting contract. The use of any subcontractors or other vendors must receive prior approval by the State. The Division of Purchases reserves the right to clarify the terms and conditions of any proposal submitted. The respondent recommended for contract award will be notified by the Division of Purchases. A contract, based on modified AIA format will be supplied by Department of Administration, Division of Purchases which incorporates a final work plan and schedule. The selected respondent must agree to provide all deliverables by the dates established in the final work plan and schedule.
- c) The selected respondent must complete the scope of services in this RFP within the time frame specified in the final work plan and schedule and shall be required to appoint a representative from their firm who will act at their project manager and who will be responsible for seeing that all services are performed with the final work plan and schedule. The selected respondent shall not change its designated representative during the project without prior written consent from the Owner and End User.
- d) The selected respondent must comply with all State and Federal statutory, regulatory and ANSI standards. The selected respondents must cooperate and coordinate with other State agencies, contractors, or entities, as necessary, to successfully complete the project. Rights to data, work products, etc., revert to the State of Rhode Island upon completion of the contract. All information related to vital records and systems must be kept confidential at all times during and after completion of the project.
- e) Please note that project monthly invoice shall be separated for each package as delineated:
- f) Payment Schedule for each Package:

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University of Rhode Island**

Payments shall be made monthly for services performed by each individual priced package as described in the bid form and under Section 2.1 c; so that compensation shall aggregate to the following percentages at the completion of each phase of work.

- g) In any event the selected respondent does not bill a 100% of a phase based on the required work, then the State reserves the right to reallocate un-invoiced monies to other phases or packages in the project, based on the schedule of rates provided in the fee proposal. Un-invoiced monies at project completion will not be paid to the respondent.
- h) Five percent (5%) retainage shall be held by the State until the satisfactory completion of each phase of the project.
- i) All drawings shall be submitted in hard copy as well as CAD (compatible with AutoCAD lite, current edition) and PDF formats.
- j) Reimbursable expenses: Only the actual reimbursable expenditure will be paid. When authorized in advance in writing by the Owner and End User, reimbursable expenses shall be paid based on approved costs and shall generally be limited to document reproductions, postage and handling requested by the Owner and or End User. Reproductions for office use by the selected respondent and its' consultants shall not be reimbursable, transportation to the project site,, telephone expenses and other telecommunication expenses are not considered reimbursable expenses under this RFP.
- k) If additional sub-consultants are required due to changes in scope or unforeseen conditions, when authorized in advance in writing by the Owner and End User, then said expenses shall be paid based on approved costs plus a management fee not to exceed four percent (4%) of the sub-consultants' proposal.
- l) Conflicts of interest: The selected respondent shall certify that neither the firm, nor its employees, nor its consultants, have or shall enter into, any contract or business venture with any construction manager or trade sub-contractor who is selected to work on this project. This provision, shall not apply to sub-contractors hired to provide sub-contractor services during the investigation phase.
- m) Cancellation for convenience: The State reserves the right to cancel, for its convenience, any and all contracts that are entered into as the result of this award and the selected respondent shall have no claim to any reimbursement for lost work or profits and shall have only a claim for work done until the date of cancellation for convenience. The State shall provide thirty (30) days' notice of any cancellation.
- n) Alterations to AIA forms-front end documents: The Division of Purchases shall provide the selected respondent with modified AIA contract and general conditions documents which may require editing by the selected respondent to make the documents project specific. The editing is to be completed by the respondent at no additional cost to the State.

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**TITLE: Owner's Program Management Services (OPM) for New Engineering Building,  
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- o) Bid review and contractor de-scoping: The selected respondent shall make the project principals and all key engineering staff and/or consultant(s) available to assist the Owner and End User with the selection and de-scoping of potential construction managers for the project.
- p) Value engineering: the selected respondent shall perform, at no additional cost, any and all value engineering necessary to bring the project into budget after the receipt of the professional, independent cost estimates. The selected respondent shall also keep an informal statement of probable costs and provide value engineering corrections on an ongoing basis paralleling project programming and project design work.
- q) The professional cost estimator required for construction cost estimates shall NOT be an employee of the selected respondent and shall NOT be a regular employee of a construction firm.

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University of Rhode Island**

**SECTION 4: FEE PROPOSAL FORM**

<b>Design Phase Program Management Services (Over Two Year Period)</b>			
<b>Full-Time On-Site Staff</b>	<b>Weekly Rate</b>	<b>Estimated Weeks</b>	<b>Total Cost</b>
Design Phase Project Manager		78	
Junior Project Manager		78	
<b>Part-Time Support:</b>	<b>Hourly Rate</b>	<b>Estimated Hours</b>	
Administrative Support		1664	
Executive Project Manager		200	
MEP Technical Specialist		200	
Cost Estimator		200	
Contract Allowance for add'l staff as directed			\$50,000.00
Contract Allowance for Reimbursables			\$20,000.00
<b>Total</b>			<b>\$</b>

<b>Construction Phase Project Management Services (Over Three Year Period)</b>			
<b>Full-Time On-Site Staff</b>	<b>Weekly Rate</b>	<b>Estimated Weeks</b>	<b>Total Cost</b>
Senior Project Manager		156	
Junior Project Manager		156	
<b>Part-Time Support:</b>	<b>Hourly Rate</b>	<b>Estimated Hours</b>	
Administrative Support		2496	
Executive Project Manager		200	
Scheduler		50	
MEP Technical Specialist		200	
Cost Estimator		200	
Student Intern		960	
Contract Allowance for add'l staff as directed			\$50,000.00
Contract Allowance for Reimbursables			\$20,000.00
<b>Total</b>			<b>\$</b>

**Total Fee Proposal**

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Multiplier by calendar year for escalation over the duration of the contract

Year 2017 \_\_\_\_\_

Year 2018\_\_\_\_\_

Year 2019\_\_\_\_\_

Year 2020 \_\_\_\_\_

**END**